

Agency Workflow for mymarketplace.delaware.gov

FOR ALL SUBMISSIONS, PLEASE INCLUDE THE **AGENCY ABBREVIATION PLUS THE CONTRACT NUMBER** IN THE SUBJECT LINE OF THE E-MAIL.

Instructions for submitting agency...

- Please SEND...
 - copy of the RFP (or RFQ/ITB/RFI) with the completed Solicitation Request Form to contracting@state.de.us, allowing 10 days for processing in GSS.
 - Include the agency abbreviation and contract number in the SUBJECT LINE of the email (e.g GSS11032)
 - The document will then be reflected on bids.delaware.gov as an active solicitation.
 - Addenda
 - Pre-bid attendance list
 - Q&A

Once the closing date of the announcement is reached, the solicitation will then automatically move to CLOSED BIDS on MyMarketplace.delaware.gov

- Once bids are received...
SEND the 'proposal responders' list

Within 15 days of the award timeframe specified in DE Code for your particular type of solicitation...

- SEND...
 - Contract
 - *Award notice, Contract Input form and Vendor Input form outlining contract and vendor details
 - *These must be sent together or the contract cannot be entered into the system

Once this information is input by GSS, the contract will then move to AWARDED CONTRACTS on mymarketplace.delaware.gov. During the life of the contract, the agency should SEND...

- -All addenda to the contract including...
 - Pricing updates
 - Changes to vendor information
 - Contract extensions
- Vendor usage reports (see instructions below)
- Monthly cumulative spend data (see instructions below)